

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4887 (6-04) ANSC#7026	AUXILIARY OPERATIONAL SPECIALITY COURSE EXAMINATION REQUEST/TRANSMITTAL FORM	DATE (Month, day, Year)
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INSTRUCTIONS: 1. Submit original and 2 copies to Director of Auxiliary.
2. Form may be completed with ball point pen. Please Print.

MEMBER NUMBER	LAST NAME	FIRST NAME	INITIAL	NAME OF EXAMINATION REQUESTED	HOW MANY TIMES HAS APPLICANT TAKEN AN EXAM IN THIS SUBJECT	FOR DIRAUX USE ONLY
						EXAMINATION SERIAL NO.

1. It is requested that the OSC exam for the above listed members be administered on _____, _____. ☐
2. For those members who have taken and failed a previous examination in the same subject, the required time will have passed by the date of administration requested above.
3. Arrangements for conducting the examination may be made by contacting the Auxiliarist whose name, address and telephone number is listed below.

Name _____

Address _____

Telephone _____

Signature of FSO-MT or FC

FIRST ENDORSEMENT

Date _____

From:

To:

1. You are requested to administer the enclosed examinations in accordance with the instructions on page 2 of this form.

Signature of Director of Auxiliary

SECOND ENDORSEMENT

Date _____

From:

To:

1. The examinations were administered on _____ at _____
by me in accordance with the instructions on Page 2 of this form. Those examinations which were not administered are:
(1) indicated by an asterisk (*) by the serial number listed above, (2) returned unopened, and (3) were not administered for the following reason:

Signature of Proctor

INSTRUCTIONS

1. The proctor must be a person in one of the following categories:
 - a. A commissioned, warrant, or petty officer of the regular Coast Guard or Coast Guard Reserve on active duty.
 - b. A commissioned or warrant officer of the Coast Guard Reserve on inactive duty.
 - c. An AUXOP member of the Coast Guard Auxiliary who has been specifically designated by the director of Auxiliary to administer Operational Specialty Examinations.
2. The proctor shall be present with examinees throughout the examination.
3. The proctor shall not answer substantive questions about the examination or allow students to assist each other in any way.
4. The proctor shall not open the examination envelope until all students are seated and ready to begin. At that time he shall pass out the examinations, answer sheets, No. 2 lead pencils, and scratch paper and read aloud the following instructions to the students:
 - a. Check the subject of the examination envelope provided to be sure that this is the examination requested.
 - b. Place in front of you the blank answer sheet provided.
 - (1) Carefully make all marks on this answer sheet with the No. 2 black lead pencil provided. Be careful to make no stray pencil marks on the answer sheet as it will be machine-graded. To avoid erasures, it is suggested that at first you mark your selection lightly with a small dot. Then, after you are satisfied that no changes will be made, darken the blocks carefully.
 - (2) Print your name, last name first, on the line provided.
 - (3) Enter your 10 digit Member Number, i.e. 120-04-11-147 for 12th District, 4th division, 11th flotilla, 147th member and 035-08-02-056 for 3rd District Southern Area, 8th division, 2nd flotilla, 56th member.
 - (4) On the line marked Exam Title, enter the name of the examination as listed on the front of your examination booklet.
 - (5) Under Member's Mailing Address, list the address to which you desire the results of this examination to be mailed.
 - (6) In the block entitled Date of Examination, first darken the space under the appropriate month, Under "Ten's digit" darken the space corresponding to the first digit in the date, a zero if it is the 1-9th of the month. Under "Unit's digit" mark the second digit of the date.
 - (7) Enter your Social Security number in the block provided, starting at the top.
 - (8) Enter the 3 digit course code, the 1 digit edition number and the 2 digit test number (*not the serial number*) found on the front of the examination booklet.
 - (9) Enter the 7 digit OPFAC number listed on the front of the examination booklet.
 - (10) Now blacken the appropriate spaces to the right of the blocks you have just completed.
 - c. Any marks made in the examination booklet will result in the disqualification of the student. There is no time limit, but the test must be taken in one sitting and without breaks. You may talk with no one but me during this examination. All examination booklets, answer sheets, scratch paper, and pencils shall be returned to me at the completion of the examination. No copies of the examination or the answers, or of any portions thereof either directly or in paraphrase form shall be made or divulged. **YOU MAY BEGIN NOW.**
5. When all students are finished, all answer sheets, scratch paper, and copies of the examination shall be placed in the smaller of the two envelopes provided and the envelope sealed. No copies shall be retained for administering at a later time. Such postponements shall constitute an additional examination and the request for such postponed examinations shall be processed in accordance with procedures established by the Director of Auxiliary.
6. After the examination envelope is sealed, the second endorsement on this form shall be completed by the proctor. The original of this form shall be placed on the outside of the (*inner*) envelope, and the copy retained by the proctor for his records.
7. The proctor shall then enclose the examination envelope in the larger envelope provided and mail it promptly to the Director of Auxiliary.